

Appendix D

Checklists

The sample CST checklists (Tables D-1 to D-7, pages D-1 to D-5) follow a five-phase operational concept: preincident, alert, deploy, response, and post-incident. Each checklist applies to the entire CST. The sample checklists are designed as starting points for the commander and section leaders.

Table D-1. Preincident Phase Checklist

- Ensure that all required equipment is on hand and serviceable.
- Ensure that all required equipment is packed for deployment.
- Complete and test load plans (ground, air, and water).
- Complete and test the alert roster and procedures.
- Monitor the health status of all assigned personnel.
- Complete preventive maintenance checks and services (PMCS) on all vehicles.
- Ensure that all vehicle fuel tanks are filled according to unit load plans.

Table D-2. Alert Checklist

- Execute the alert roster.
- Verify the release authority with TAG/POMSO.
- Establish initial liaison/coordination with the supported agency.
- Request necessary deployment support.
- Perform first-in procedures for the team (dispatch vehicles, sign out weapons/ammunition, load equipment, complete precombat and functional checks, and update WO).
- Make the advance-party deployment decision (commander/deputy).
- Plan routes and times (primary and alternate).
- Issue a WO to the team or orders group.
- Execute load plans.
- Update CST personnel with any new information.
- Complete final vehicle/equipment preparations.
- Ensure that passenger manifests are complete.
- Complete the ground movement checklist (if ground movement).
- Send the final personnel accountability to the operations team.
- Conduct a briefing prior to movement.

Table D-3. Deployment Checklist

- Deploy an ADVON, if required.
- Maintain intrateam communications.
- Request support for movement.
- Maintain communications with the IC during movement.
- Update and disseminate any new information prior to movement.
- Identify and plot the staging area, if operational.
- Receive and submit all required reports.
- Account for all personnel and equipment during the move.
- Complete all final vehicle/equipment preparations.
- Establish linkup with the IC and staging officer.

Table D-4. Air Movement Checklist

- Prepare and clean the cargo.
- Ensure that there are no fluid leaks.
- Ensure that vehicles are in good mechanical condition (engine runs, brakes and steering are operational).
- Fill fuel tanks to the appropriate level for deployment.
- Secure fuel cans (secure, fuel levels, seals).
- Compute and mark the center of balance.
- Compute and mark the scale weight.
- Compute and mark the axle weight.
- Secure vehicle equipment.
- Prepare the passenger manifest. Prepare/certify hazardous cargo.
- Prepare and certify load plans.
- Provide load teams.
- Load and secure the cargo.
- Provide MHE and vehicle operators.
- Supervise load teams.
- Perform joint inspections.

Table D-5. Road Movement Checklist

- Obtain convoy clearance, if required.
- Forward the request for movement support to POMSO/EOC.
- Update the movement roster.
- Brief communications procedures.
- Disseminate strip maps, to include primary and alternate routes.
- Ensure that the selected route has the needed support facilities.
- Ensure that appropriate accident documents are on hand.
- Conduct road movement.
- Perform PMCS on vehicles (to include trailers).
- Fill all fuel cans.
- Ensure that all required BII are available and serviceable.
- Ensure that all required safety equipment is available and serviceable.
- Ensure that all equipment is loaded and configured properly.
- Mark vehicles properly.
- Dispatch vehicles properly.
- Ensure that all drivers have highway maps for all states through which the unit will travel.
- Issue the movement brief.
- Report accidents to local LEAs.

Table D-6. Response Checklist

- Identify and link up with the IC.
- Receive the initial intelligence situation brief (command section).
- Receive the IC intent, and develop the CST commander's objectives.
- Issue the WO and establish priorities of work.
- Ensure that the LNO reports to the ICP.
- Establish communications with the ICP, POMSO, TAG, and EOC.
- Backbrief the IC on the incident action and site safety plans.
- Issue the final OPORD and mission brief.
- Establish and identify the following sites: cold, warm, and hot zones; OPCEN; entry and exit points; exclusion areas; safe refuge areas; decontamination area; staging area; rest and recovery area; and dress-out and gear storage area.
- Ensure that the area sketch and control measures are briefed in the site safety plan and that they are understood by all members.
- Establish and maintain FP measures, and ensure that protective postures are adhered to at all times.
- Ensure that all personnel adhere to CST communication procedures.
- Ensure that the CST safety officer has confirmed that the CST decontamination line is operational and has been certified by the site safety officer.
- Ensure that the CST operations officer has coordinated movement of hot-zone entry teams to the edge of the warm and hot zones.
- Ensure that the CST operations officer has informed the CST commander that teams are ready to enter the hot zone.
- Establish proper tagging and storage procedures for all contaminated clothing and equipment.
- Monitor work and rest cycles.

Table D-7. Postincident Checklist

- Account for all personnel.
- Conduct an outbrief and AAR with the IC.
- Account for all equipment.
- Perform all required PMCS.
- Submit the final personnel and equipment status to the operations officer.
- Load vehicles for departure.
- Issue the movement brief.
- Line up vehicles for movement.
- Conduct movement according to the deployment checklist.
- Reinspect, reinventory, and repair all assigned equipment.
- Store and pack all equipment for deployment.
- Conduct section AARs.
- Conduct a team AAR with the commander or deputy, and include any changes to the following: SOP, load plans, alert procedures, CONPLANS, operations, code words, communication procedures, control measures, sequence of events, and changes to the list of PIR.
- Submit a formal AAR, closing report, and cost report to TAG and POMSO.